



COUNTY LIBRARIAN

GENERAL STATEMENT OF DUTIES

The County Librarian is the administrative head of the County Library System and is the head of the Department of Libraries. The County Librarian provides general leadership and coordination of library services within the Sussex County Library System. The work involves working closely with libraries within the County and state, State library officials, County department heads, and the County Administrator. The County Librarian makes decisions within established policy guidelines. The County Librarian communicates effectively with all constituencies which are part of or impact the Library System. The County Librarian reports to the County Administrator.

ADA REQUIREMENTS

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds and push loaded book carts up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The work requires some repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLES OF WORK (Illustrative Only)

Administers county public library agency

Prepares, presents, oversees and monitors budgets for library administration and county libraries

Provides technical and professional support and consultant services to independent libraries within the County

Works closely with State Library Agency; participates in State Council on Libraries

Reports regularly to County Administrator and County Library Advisory Board

Develops and recommends policies

Conducts regular meeting with County Library System members and County Library Directors

Actively participates in appropriate county and state library organizations

Prepares regular reports to County and State

Prepares grant applications

Arranges and participates in Budget hearings for independent libraries

Provides professional development opportunities including annual Staff Development Day

Fosters collaboration among libraries and related agencies

Makes formal presentations to various groups
Provides support to Sussex libraries in using services of Delaware Library Catalog
Supports sustainability of Delaware Library Catalog and infrastructure
Collaborates with appropriate agencies, member libraries and county departments
Establishes procedures for effective operation of the library system.
Develops appropriate plans for libraries designed to meet the County's information needs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

Thorough knowledge of library principles, methods, practices, organization, aims, and services; good knowledge of library technology and automation; thorough knowledge of budgeting methods and procedures; ability to write and speak effectively; ability to direct and supervise the work of others; ability to establish and maintain effective working relationships with local and state library agencies, staff, supervisor, elected officials, and the general public; tact and courtesy; demonstrated ability to supervise and to obtain the cooperation of others; mature judgment; operational knowledge of personal computers and pertinent applications; performance of duties in a safe manner; regular and timely attendance; ability to analyze, evaluate, and develop solutions to problems

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in Library or Information Science from an ALA-accredited institution with at least 5 years of progressively responsible professional experience or any combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS:

Possession and retention of a valid State of Delaware drivers license; Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

SALARY AND BENEFITS:

Salary will be based upon education and experience. Excellent benefit package.